

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** February 10, 2013

**Locator No:** OSER-0320-MRS/SC

**Subject:** Miscellaneous Classification Plan Changes and the Implementation of the DMV Field Agent, Examiner, Lead Personnel Management Survey.

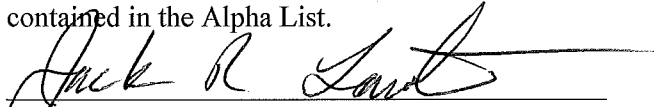
Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is February 10, 2013**, unless otherwise stated.

- 1) *Abolish* the **DMV Field Agent, Examiner and Lead** classification series and *Create* the **DMV Customer Service Representative** classification series for the Department of Transportation's Division of Motor Vehicles as a result of a Personnel Management Survey. Reallocations will be processed by DOA Central Payroll. Questions may be directed to Dianna McNall at (608) 266-8232.
- 2) *Abolish* **Public Health Nutritionist 1, 2, 3** classification specifications and *Create* the **Public Health Nutritionist** classification series effective January 27, 2013 for the Department of Health Services and Department of Public Instruction to collapse the three classifications into a two level series to better define the work responsibilities and update the qualifications section. Public Health Nutritionist employees will not receive increases (unless adjusted to the new minimum) for the pay range reassignments. The affected agencies will process all necessary reallocations notices. Questions may be directed to Dianna McNall at (608) 266-8232.
- 3) *Create* the **Assistant Dean of Students** classification specification effective January 27, 2013, for the Department of Public Instruction. This classification is created to address the increasing need for assistance with staff supervision and program development at the Wisconsin School for the Deaf and Wisconsin School for the Blind and Visually Impaired. No reallocations notices will be necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 4) *Create* the **Corrections Human Resources Supervisor** classification specification for Department of Corrections to describe professional positions which perform supervisory human resources related duties for a major program division which do not report to the central office. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 5) *Modify* the **Controlled Substance Analyst, DNA Analyst, Examiner of Questioned Documents, Fingerprint and Footwear Examiner, Firearm and Toolmark Examiner, Forensic Imaging Specialist, Toxicologist**, and the **Trace Evidence Examiner** classification series for the Department of Justice to adjust the advanced levels to reflect changes in the Crime Laboratory Bureau's use of technical unit leads. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Modify* the **Financial Examiner Supervisor** classification specification for the Department of Financial Institutions to add the mortgage and loan programs and companies that are examined by the Financial Examiners supervised by these positions at the Department of Financial Institutions, formerly the Office of the Commissioner of Banking or Credit Unions. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman (608) 266-8149.
- 7) *Modify* the **Human Resources Supervisor** classification specification for the Department of Health Services, Department of Veteran Affairs and the Wisconsin Historical Society to include the DVA and WHS representative positions and require the positions to supervise both subordinate human resources and

payroll and benefits staff. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is February 15, 2013. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Dianna McNall at (608) 266-8232.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Dianna McNall at (608) 266-8232 if you have any questions about information contained in the Alpha List.



Jack R. Lawton, Administrator  
Division of Merit Recruitment and Selection  
Office of State Employment Relations

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**ABOLISH**

1)	DMV Field Agent							
	75361	36-11	36	4	N	N	187	524
	DMV Field Agent- Advanced							
	75362	36-13	36	4	N	N	187	524
	DMV Field Agent- Examiner							
	75372	36-14	36	4	N	N	187	524
	DMV Field Agent- Lead							
	75363	36-15	36	4	N	N	187	524
2)	Public Health Nutritionist 1							
	40501	11-08	11	2	E	N	065	303
	Public Health Nutritionist 2							
	40502	11-09	11	2	E	N	065	303
	Public Health Nutritionist 3							
	40503	11-10	11	2	E	N	065	303

**CREATE**

1)	DMV Customer Service Representative							
	75401	36-11	36	6	N	N	187	524
	DMV Customer Service Representative-Senior							
	75402	36-13	36	6	N	N	187	524
	DMV Customer Service Representative-Advanced							
	75403	36-14	36	6	N	N	187	524
	DMV Customer Service Representative-Lead							
	75404	36-15	36	6	N	N	187	524
2)	Public Health Nutritionist							
	40401	11-09	11	2	E	N	065	303
	Public Health Nutritionist- Advanced							
	40402	11-10	11	2	E	N	065	303
3)	Assistant Dean of Students							
	53520	81-04	16	2	E	N	106	023
4)	Corrections Human Resources Supervisor							
	10930	81-03	16	2	E	N	020	062

**MODIFY**

5)	Controlled Substance Analyst-Advanced							
	42103	15-03	15	2	E	N	049	172
	DNA Analyst- Advanced							
	42203	15-03	15	2	E	N	049	161
	Examiner of Questioned Documents-Advanced							
	42303	15-03	15	2	N	N	049	196
	Fingerprint and Footwear Examiner-Advanced							
	42403	15-03	15	2	N	N	049	196
	Firearm and Toolmark Examiner-Advanced							
	42503	15-03	15	2	N	N	049	196
	Forensic Imaging Specialist- Advanced							
	42703	15-03	15	2	N	N	049	196

Toxicologist- Advanced								
	42803	15-03	15	2	E	N	049	165
Trace Evidence Examiner-Advanced								
	42903	15-03	15	2	E	N	049	196
6)	Financial Examiner Supervisor							
	02120	81-02	17	2	E	N	016	090
7)	Human Resources Supervisor							
	10830	81-03	16	2	E	N	020	062

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.